



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

SUPERVISOR OF BUILDING TRADES

Permanent, Full-Time

Position #573-242-6753-002

\$4,201.00 - \$4,837.00

Final File: Until Filled

LOCATION:

**Veterans Home of California, Yountville
110 California Drive, Yountville, CA 94599-1414**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2012 PERSONAL LEAVE PROGRAM.

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov>, or to view examinations offered by all State departments, please visit the CalHR website at <http://www.jobs.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under general direction of the Chief of Plant Operations I, the Supervisor of Building Trades coordinates and supervises the repair, maintenance and minor construction of the Veterans Home’s building and structures. Duties include, but are not limited to:

- Plans, lays out, directs, and inspects the work of lead persons and journey persons engaged in carpentry, plumbing, electrical, masonry and sheet metal work of buildings, equipment and structures.
- Assigns staff and schedules timelines for projects.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
SUPERVISOR OF BUILDING TRADES
RELEASED: 09/19/12**

- Coordinates materials and equipment for projects.
- Estimates cost of labor and materials required for projects.
- Conducts training classes for Plant Operations staff on various subjects regarding building trades and safety issues.
- Works with Computerized Maintenance Management Program (Track-It) tracking service requests, costs, and preventative maintenance.
- Supervises the storage of materials and supplies.
- Supervises the care and maintenance of equipment.
- Instructs staff in the safe use of equipment and the safety practices in the building trades. Ensures all safety regulations are followed.
- Keeps records. Makes and repairs reports.
- Other duties as related.

Desirable qualifications:

Strong communication and customer service skills.

Good work ethic.

Experience working with Microsoft Office (Word, Excel and Outlook

How to Apply:

Visit the CalHR website at: <http://www.jobs.ca.gov>, to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.

Note: In the “Explanations” section on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-242-6753-002.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
FOOD SERVICE TECHNICIAN I
RELEASED: 09/06/12